Macintosh® Quick Reference Card

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Keyboard shortcuts in the Finder™

From the File menu

To create a new folder	⌘ N
To open a selected icon	⌘ O
To close the active window	⌘ W
To get information about selected icons (and access to locking/unlocking documents and applications)	⌘ I
To duplicate selected icons	⌘ D
To eject a selected 3.5-inch disk	⌘ E

From the Edit menu

To undo the most recent edit/change	⌘ Z
To cut an item to the Clipboard	⌘ X
To copy an item to the Clipboard	⌘ C
To paste an item from the Clipboard	⌘ V
To select all items in the active window	⌘ A

Managing windows

To close all windows on the desktop	Press Option while you choose Close from the File menu or click the active window's close box.
To move an inactive window without making it active	Press ⌘ while you drag the window by its title bar.
To activate a window hidden behind other windows	Find the dimmed icon related to that window (a disk or folder icon), then double-click the dimmed icon.
To align all icons left to right, top to bottom in the active window	Press Option while you choose Clean Up from the Special menu.
To have all windows closed upon returning to the Finder from an application*	Press Option while you choose Quit from the File menu.
To open nested folders without cluttering the desktop*	Press Option while you look for and open the selected icon of the document or application you need. When you return to the Finder, all the folders you opened will be closed.

*MultiFinder™ must be turned off.

Discarding without a warning message

To discard an application or a locked document without having to respond to a warning message	Press Option while you drag the icon of the application or locked document to the Trash.

Working with MultiFinder

To start with MultiFinder turned off temporarily	Press the ⌘ key and hold it down while you start (or restart) the computer. Keep holding it down until the menu bar appears.
To move among open applications	■ Choose the application you want from the Apple menu. ■ Click in the application's inactive window. ■ Double-click the application's dimmed icon. ■ Click the small icon at the right edge of the menu bar to bring forward each open application in succession.

Ejecting 3.5-inch disks

To eject a disk from the first drive	⌘-Shift-1
To eject a disk from a second drive	⌘-Shift-2
To eject a disk from a third drive	⌘-Shift-0
To eject a selected disk	■ ⌘-E ■ Choose Eject from the File menu ■ Drag the disk icon to the Trash. (This also removes the disk icon and closes any windows on that disk.)
To eject disks from Open, Save, or Save As dialog boxes	Click Drive until the name of the disk appears above the buttons. Click Eject.
To eject all disks in internal and external drives	Choose Shut Down from the Special menu.

Printing

To cancel a print job in progress	⌘-. (period)
To create a printable MacPaint document of the current screen*	⌘-Shift-3. The document will be placed on the startup disk. You can take up to ten "snapshots" (named sequentially Screen0 through Screen9) before you'll have to rename them to continue.
To print the contents of the active window on an ImageWriter® printer*	⌘-Shift-4
To print the contents of the entire screen on an ImageWriter printer*	With Caps Lock down, ⌘-Shift-4

*Macintosh II owners: This works only in 2-color mode. (Select the number of colors or grays in the Monitors Control Panel.)

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Z031-0156-A